

Library activity in the 3 libraries continued on an even higher level than last year, with a total circulation of 160,348 and a total recorded attendance of 308,491 readers. Since most of the reading rooms are open shelf reading rooms the actual use made of the books is many times greater than that shown by the recorded circulation statistics. These figures leave no doubt that the students are now using the library thoroughly, as has been indicated all year by the well-filled reading rooms and the increased use of the stacks and browsing areas.

This increased use is most apparent in the Rutherford Library where the circulation was 28% higher and the attendance 36% higher than last year. The library at the Calgary branch reports an increase of 59% over last year's attendance.

The use made of the Library during the summer session was the heaviest on record. To relieve the strain on the Education library, a number of the largest Education classes were scheduled at the north end of the Campus, and the books circulated from the Rutherford Library. The Reserve Room and the Browsing Area were kept open during the evenings and very heavy use was made of both. There can be no doubt that the Summer School students also have discovered and are making full use of the improved service we are now able to offer.

The re-organization of the various departments and reading rooms, begun during our first year in the new quarters, has continued. Simplification of routines and standardization of forms, and the stream-lining of library processes have been carried out. Staff manuals have been prepared to increase efficiency and to give continuity to the administration of the various departments. The purchasing and distribution of all supplies has been centralized under the order department.

A complete inventory of the main library - the first in twenty years - was taken during the summer of 1952, and certain out-worn or outdated material was discarded, preparatory to the reclassification of the collection according to the Library of Congress scheme.

This reclassification program, estimated to require 4 years for completion, was authorized by the Board of Governors in April 1952. Now, at the end of one year's work, the Chief Cataloguer reports the project running to schedule with approximately one-quarter of the work completed. The temporary arrangement of books under two classifications necessitated by this process, is making increased work for the Circulation department and difficulties for stack users, but the need for the change from the old Cutter system was so apparent and pressing that everyone is bearing the inconvenience with good will in anticipation of better things to come.

This year, for the first time, a system of fines on Reserve books was introduced, in accordance with library practice in most Canadian and American universities. These books constitute the prescribed reading for the various courses, and the use made of them by the students is very heavy. This fine system has worked well and has been well-received by the students who recognize it as a protection for themselves against unscrupulous borrowers. It was endorsed by the Students Council.

#### STAFF

The Library during the past year has had a full time staff of 31, of whom 16 were qualified librarians. In addition a professional cataloguer, Mr. Denys Noden BA(Cambridge) LLB(McGill) and a typist were added to the staff for the anticipated 4-year period of reclassification.

### Student Assistants

During the term 38 student assistants were employed for varying periods weekly - three in the Calgary library, 11 in the Cataloguing Department in processes connected with the reclassification work, and the remainder in the circulation department, stacks, and various reading rooms, assisting at the desk and shelving books.

### QUARTERS

The facilities of the Rutherford Library continue to give satisfaction and comfort to readers and staff. The Browsing area has been used to capacity all year, with a 30% increase in its use. It is apparent that the students appreciate the opportunity to see and handle good books apart from their studies, and are acquiring the habit of reading for its own sake.

During the year the exhibits in the various cases in the Main Rotunda were changed monthly under the direction of the Order Librarian, and were a source of interest and pleasure to regular library users and to visitors. Books, pictures, glass and pottery ornaments, Canadians items, curios and artifacts from Egypt, the Congo, the Arctic, the Ukraine, were included in the displays.

The Music Room continued to give pleasure to a regular and increasing group of students and faculty. Daily noon hour programs and alternate afternoon and evening programs included recordings of music, poetry, and plays, arranged by 3 music students, under the general supervision of a member of the library staff. The Projection Room equipped with Motion Picture and slide projectors was used on an average of 50 hours monthly for illustrated lectures. The Seminars were used regularly for lectures 90 hours weekly, as well as for moot courts, conference groups, evening classes, short courses and campus study groups.

### Visitors to the library

During the year the stream of visitors to the Rutherford Library has continued unabated - visitors from other universities, interested citizens, parents of students, school children in organized groups, tourists. On the Saturday and Sunday of Varsity guest weekend 2600 visitors toured the building, and smaller groups are shown over the building constantly. Our most distinguished visitor was His Excellency the Right Honorable Vincent Massey, Governor General of Canada, accompanied by Mr. and Mrs. Lionel Massey and his party.

### DEPARTMENTS

#### Order department

During the past year the work of this department was maintained at its usual level, with 5396 volumes ordered and an additional 560 volumes received and acknowledged as gifts. The initial \$1,00.00 of the Gonsett Ukrainian library trust fund was spent for books on Ukrainian literature and history. A further sum of \$500.00 is available for this collection for the coming year.

The department continued to sort and process uncatalogued material which has been in dead storage for some 20 years or more because of lack of shelf space. This is gradually being checked, bound and prepared for the shelves as rapidly as the pressure of current work permits.

#### Cataloguing Department

Overshadowing all other activities of the past year in this department

has been the reclassification project. On April 8, 1952, the Cutter classification - long inadequate and out-dated - was officially discontinued, and new books in all subjects are now being classified according to the library of Congress scheme. During the year all the bound files of journals in the library have been reclassified, and a start has been made on the books in the Medical Reading Room.

With the addition to the regular staff of two full-time staff members, and student assistants equivalent to 2 $\frac{1}{2}$  full-time assistants the work has progressed in a highly satisfactory manner. Great credit is due to the Chief Cataloguer, Mr. Peel, and his assistant Miss Carol Hicks for their extremely efficient organization and direction of the undertaking. To date 26,123 volumes have been reclassified.

The year's work of the department included 10,360 volumes accessioned; 9,352 volumes catalogued (including 1,014 bound journals); 28,600 volumes reclassified; 38,593 volumes lettered; 1,683 withdrawn; and 52,942 cards typed. This is a most creditable record.

#### Reference department, Periodicals and Binding

This department provides general reference service to staff and students including inter-library loan service for the faculty. It is responsible for the microfilm and microcard equipment, maps, pamphlets and documents, and for the Rare book collection, including the Rutherford Canadiana collection. It is also responsible for the ordering and circulation of current periodicals, and the binding of books and journals for the entire library.

During the session 1952-53 the use of the Main Reference Reading Room has almost doubled, with an attendance of 64,839 as compared with 35,637 last year.

The use made of the Periodical Reading Room has more than doubled, with an increase of 121% in attendance and of 169% in circulation. This indicates that the students have now discovered and are making good use of the valuable reference material in current journals which in the old library were not easily accessible to them.

Until the move to the new building the Library was not able to acquire or maintain a documents collection because of lack of space. Since May 1951 we have been setting up such a collection, and during the past year the building up of back files as well as the acquisition of current documents has gone steadily forward. Our collection will consist largely of Canadian documents with selected series of British and American. A complete set of Official Records of the United Nations Organizations was purchased during the year and is now being indexed and prepared for use.

A collection of University Archives has also been organized under the following heads: Theses; Staff publications; Calendars; Examination Papers; Gateway files; New Trail files; Alberta Folklore Collection.

During the year 1,228 current journal subscriptions were placed (an increase of 43 over last year); 2,326 journals and books were bound or rebound as compared with 1,874 in 1951-52. The interlibrary loan service was slightly increased over that of last year with 156 items loaned to other libraries, 136 books borrowed and 83 microfilms or photostats secured for members of the teaching staff. The number of theses by our own graduate students added to our collection was 70.

#### General Circulation department

This department is in charge of the Main Delivery desk on the 2d floor, and of the Browsing Area and book collections there, as well as the Reserve Reading Room and the stacks.

This department has borne the brunt of the inconvenience caused by the reclassification of the book collection and the temporary re-arrangement of the books under two systems. It takes the staff longer to locate books, it is difficult to teach new assistants how to find and shelve books, and much time is spent in helping stack users to locate the books they need. But it is a burden willingly borne since it is realized that it is for the ultimate advantage of both staff and borrowers.

Circulation during the year from the Reserve Room was 38,197; from the Stacks and Browsing area, 26,629; - a total of 64,726 as compared with 51,065 during 1951-52 - an increase of 25%.

Attendance for the year was: Reserve Room 60,063; Browsing Area 13,224; Stack users numbered 5,389 - a total attendance of 78,676 as compared with 49,790, showing an increase of 57%.

#### BRANCH LIBRARIES

##### Medical Reading Room

This reading room serves the faculties of medicine and Dentistry and the schools of Nursing and Pharmacy. Most of the books and current journals are now fully accessible to readers on open shelves, so we have no statistics of their use in the library.

There has been a marked increase - about 40% - in the use of current and bound journals by both undergraduates and graduate students, probably attributable to their growing familiarity with the various indexing and abstracting publications to which we now subscribe.

3,461 items were loaned to city and rural doctors. Current journal subscriptions now number 389 (Medicine 306, Dentistry 52, Nursing 14, Pharmacy 17) Attendance was 16,503, an increase of 29% over the previous year.

##### Law Reading Room

Attendance in this reading room for the past year reflected the 15% decrease in registration in the Faculty of Law, being 22,769 as compared with the previous year's total of 29,425.

Since the books in the reading room and in the adjoining 2-tier law stack room were freely accessible to students no statistics of their use are available except for the comparatively small group of text books and journals which circulate for overnight use. Circulation of these was 2,147, a decrease of 12% from last year.

During the summer of 1952 a complete inventory of the law collection was made for the first time in many years, revealing a bookstock of 11,866 volumes as of March 31, 1953. During the year 1,004 volumes were added to the collection including the Law Reports of British Columbia, New Brunswick and Nova Scotia; the Commonwealth Law Reports (1903-to date) and the United States Reports (1790-to date), as well as the latest revised statutes of the various Canadian provinces. Current journal subscriptions now number 37, an increase of 8 since last year.

##### Applied Science Reading Room

This reading room serves the faculties of Agriculture and Engineering and the Department of Chemistry. Circulation statistics give no indication of the use made of the books in the library, since almost all the books and journals are on open shelves. Circulation for use outside the library was 7,711, an increase of 18% over last year's figure. Use of this reading room continues to grow, with an attendance of 29,815, an increase of 33%.

The year's work for the staff included the first complete inventory ever taken of this book collection, and the sorting, processing, and shelving of much valuable pamphlet material, formerly in dead storage because of lack of shelf space.

This year a complete set of the Engineering Index was purchased. This with the other indexes already in the reading room, forms an extremely valuable reference collection, in increasing use by students, staff, and research men from outside the university.

#### Education Library

This branch library is not housed in the Rutherford Library but is situated in the Education Building. Again this year lack of space for books and readers made it difficult to provide good library service, but plans are already under way to relieve the situation by re-modelling the upstairs study room and making it an integral part of the library.

Registration in the Faculty of Education was down considerably in 1952-53, especially in the Temporary License program. This drop was reflected in the circulation figure of 41,012 as contrasted with 47,109 in 1951-52. It is not possible to keep attendance records as the study room is not supervised.

#### Calgary Branch

This library serves the students and faculty in Education and Arts and Science. During the year 1600 volumes were added to the collection which at March 31, 1953 numbered 15,531 volumes. A gift from Mrs. H. H. Sharples of 650 recordings has enriched the music collection. These are available for student use in the library at three listening tables equipped with record players and ear phones.

During the year the Branch librarian with one full-time clerical and three student assistants circulated 14,434 books and journals for over-night use. As this is an open shelf library in which readers have direct access to the books, this figure gives indication of the use made of the books in the reading room.

Attendance for this year was 44,725, an increase of 59% over the figure of 28,075 in 1951-52. Current journal subscriptions now number 74.

#### BOOKS

During the year 10,360 volumes were added to the collection and 1,683 worn or damaged volumes withdrawn. Recataloguing of the Education Library and the Calgary Branch, in process for the past five years, has now been completed, and for the first time it is possible to give an accurate figure for the book collection, without having to estimate for unrecorded material. As of March 31, 1953 the total number of accessioned volumes in the library was 142,856.

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We are grateful for the following gifts to the Library:

From the College of Physicians and Surgeons a grant of \$300 for the purchase of books for the Medical Library;

From the Tuberculosis Association a grant of \$200 for the purchase of books on tuberculosis for the Medical Library;

From the Canadian Cancer Society a grant for the purchase of books on cancer, the value of \$225;

From Mrs. Irene Gonsett \$500 for Slavic books;

From the Ladies Aid of St. John's Ukrainian Orthodox Church a gift of \$25 for  
civic books;

From the Estate of the late Dr. Harold Orr a valuable collection of medical  
journals and \$1,000 for their annual upkeep and binding;

From Mr. C. S. Burgess a gift of architectural books and journals;

From the French Embassy, Ottawa a collection of French books to the value of  
\$1,000 francs for the Library at Calgary;

From McMaster University Library, a set of volumes of the Historical Manuscripts  
Collection;

From Miss Linda McAdam the Diaries of Ebenezer McAdam, photographs, letters, etc .

from numerous other sources, gifts of books and pictures, all of which have been  
acknowledged.

Respectfully submitted,

Marjorie Sherlock  
Librarian.



